

**Indiana WIC Program  
Indiana State Department of Health**

**Voter Registration**

**Policy**

The local agency shall provide applicants or participants 17 years of age or older the opportunity to register or decline to register to vote at certification and change of address.

**Authority**

IC 16-35-1.6

IC 3-7-15

42 USC § 1973gg-5

**Procedures**

I. When the ADP generated Indiana Voter Registration Application (VRG-6) is unavailable a paper VRG-6 must be provided with each applicant's or participant's opportunity to register or to decline to register to vote.

II. A person applying for WIC or a participant requesting a change of address must be asked the following question in accordance with the VRG-6:

"If you are not registered to vote where you live now, would you like to apply to register to vote today?"

Based on the answer to this question the VRG-6 will have one of the following three responses marked:

- Yes; or
- No (I am registered to vote at the address where I live); or
- No

III. For all applicants or participants answering "Yes" or "No" the information on the top of the VRG-6 form will be completed, including the office address and full name of the agency employee. The applicant or participant will sign the top signature line.

- IV. For applicants or participants responding "Yes" the bottom half of the VRG-6 will be completed and signed.
  - A. Spaces left incomplete by the ADP must be completed by the applicant/participant according to directions on the form; that includes the space indicating they will be 18 years of age on or before the next election.
  - B. Cut along the dotted line and give the top half of the form to the applicant or participant as their receipt of registering to vote.
  - C. The bottom half of the form will be forwarded to the Circuit Court Clerk or Board of Voter Registration office as a registration application.
- V. An applicant or participant responding "No (I am registered to vote at the address where I live)" will not receive the VRG-6.
- VI. An applicant or participant responding "No" or choosing not to answer the question will be considered to have declined the opportunity to register to vote.
  - A. An applicant or participant choosing not to answer the question must have explained that
    - 1. by not selecting one of the three choices they are considered choosing not to register to vote at this time and a "No" was marked on the application on their behalf, and
    - 2. the choice of "No" is confidential and will be used for Voter Registration purposes only.
  - B. The top half of the VRG-6 form will be forwarded as a Declaration to the Circuit Court Clerk or Board of Voter Registration office. The bottom half of the form should be discarded.
- VII. Staff shall provide assistance with completing and proof reading the application, unless the applicant/participant refuses assistance.
- VIII. In providing the opportunity to register or decline staff shall NOT:
  - A. influence the applicant's or participant's political preference or party registration.
  - B. display any political preference or party allegiance.
  - C. in any way discourage the applicant/participant from registering to vote.

- D. lead the person to believe that a decision to register or not register has bearing on their eligibility for or the availability of WIC services.
- IX. Completed Voter Registration Application and Declination forms must be mailed or hand delivered to the Circuit Court Clerk or Board of Voter Registration office in which the individual's residential address is located within 5 days of receiving the completed application.
- A. Batched VRG-6 Registration and Declination forms being mailed must have the Transmittal of Voter Registration Materials (VRG-9) form attached and sent Certified, "Return Receipt Requested". A copy must be made of the VRG-9 for all batches.
  - B. Batched VRG-6 Registration and Declination forms being hand delivered must have the VRG-9 attached. A receipt will be given by the Circuit Court Clerk or Board of Voter Registration office to the staff person making the delivery. A copy must be made of the VRG-9 for all batches.
- X. The receipts for all mailed and hand delivered batches must be stapled to the corresponding copy of the VRG-9 form as proof of receipt by the Circuit Court Clerk or Board of Voter Registration office.
- A. The receipts and forms should be kept in a separate file in the individual clinic site for a period of 2 years.
  - B. No copies of completed Voter Registration Applications or Declinations are to be kept on file in the local agency.
- XI. The State WIC office, based on communication received from the Secretary of State's Office, will inform local agencies of the date when the Circuit Court Clerk or Board of Voter Registration offices will stop processing applications for the upcoming election.
- 1. Applicants/participants registering to vote on or after this date will be informed of the stop date for the upcoming election; applications received at the WIC office on or after this date will be sent but may not be in time to allow them to vote in the next election.
  - 2. Applicants/participants expressing a desire to vote in the upcoming election should be referred to the Circuit Court Clerk or Board of Voter Registration office in the County in which they reside for further instruction.

- XII. The local agency must designate a Voter Registration Coordinator (VRC). The VRC will be responsible for
- training local agency staff on the voter registration and transmittal process (recorded on the Inservice Education Plan and Inservice Attendance Log);
  - overseeing the voter registration and transmittal process within the local agency to ensure compliance with State WIC policy and procedure;
  - ensuring the VRG-9 and receipt file is retained for 2 years in each clinic site;
  - ensuring transmittal forms and paper voter registration forms are available in each clinic site;
  - distributing voter registration materials to staff as instructed by the State WIC office; and
  - serving as the liaison between the County Circuit Clerk or Board of Voter Registration office and the State WIC office to resolve any voter registration issues as they arise.